

**M e m o r a n d u m**

Date: October 8, 2009

To: Auburn Area  
Attention: Captain W. L. Donovan

From: **DEPARTMENT OF CALIFORNIA HIGHWAY PATROL**  
Office of the Assistant Commissioner, Inspector General

File No.: 005.9968.A07146.010

Subject: 2009 COMMAND PROPERTY INSPECTION REPORT

In accordance with procedures outlined in Highway Patrol Manual (HPM) 11.2, Materials Management Manual, and HPM 22.1, Command Inspections Program Manual, an inspection of your command's property, including vehicles and weapons, was completed by the Property Inspector (PI) on August 10, 2009. Using property records from the appropriate Offices of Primary Interest (OPI), the PI selected a random statistically-valid sample of property that was stratified across four property areas: general inventory control, telecommunications, fleet, and weapons (see Attachments B, C, D, and E). Additionally, the PI chose items within your command and compared them to the appropriate inventory records.

According to the OPI inventory lists, the command had a total property inventory population of 532 items (a). The statistically-valid sample at a 95 percent confidence level  $\pm 4$  percent error rate provided a total sample size of 82 items. Each OPI inventory list was stratified  $[(b) \times 82 = (c)]$  and the results rounded to the nearest whole number (d) to ensure all inventory lists were proportionally represented in the statistically-valid sample.

	Population Size	Percentage of Total	Calculated Sample Size	Predetermined List Sample Size
	(a)	(b)	(c)	(d)
<b>ICU Decals</b>	240	45.11%	36.99	37
<b>Telecommunications</b>	168	31.58%	25.90	26
<b>Fleet</b>	24	4.51%	3.70	4
<b>Weapons</b>	100	18.80%	15.42	15
<b>Total</b>	532			82

*Safety, Service, and Security*

Auburn Area  
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When comparing equipment recorded on the predetermined property inspection list to equipment located at the command, sixty-nine of the eighty-two items were located. Eleven items were unavailable due to employees being out of the office and two items (Hand-Held Radio and Computer) were added to the Area's inventory in error. Furthermore, three of the eighty-two items require a correction be made to the property record. The property inspection results of the equipment recorded on the predetermined property inventory list to equipment located at the command are summarized in Attachment A.

When comparing equipment assigned to the command to the OPI inventory lists, fifty-five of the sixty-five items reconciled. Two items were not listed on the appropriate OPI inventory list and eight items require a correction be made to the property record. The property inspection results of equipment located at the command to the OPI inventory list are summarized in Attachment A.

I request your command research and investigate all discrepancies in accordance with departmental procedures outlined in HPM 11.2, Materials Management Manual, Chapter 8, Equipment, and work with the appropriate OPI(s) to rectify any variances. A Physical Inventory Adjustment Request, CHP 24, must be completed to adjust the inventory records. In order to verify that the above listed discrepancies have been rectified, please submit a memorandum to the Office of Inspections through your respective Division by January 8, 2010.

The Office of Inspections would like to thank your command for their assistance during this property inspection. If you have any questions or need additional information, please contact me or Roger Ikemoto, Senior Management Auditor at (916) 843-3160.

  
M. C. A. SANTIAGO  
Assistant Commissioner

Attachments

cc: Office of the Assistant Commissioner, Field  
Valley Division  
Fiscal Management Section  
Telecommunications Section  
Office of Inspections, Audits Unit

# ATTACHMENT A

**OFFICE OF INSPECTIONS, AUDIT UNIT**  
**PROPERTY INSPECTION**  
**Auburn Area - 220**  
**August 10, 2009**

ATTACHMENT A

EQUIPMENT DESCRIPTION	CHP NUMBER	LISTED ON PROPERTY RECORD BUT NOT FOUND	FOUND BUT NOT LISTED ON PROPERTY RECORD	MISSING DECAL OR CORRECTION NEEDED TO PROPERTY RECORD	TRANSFER	NOT AVAILABLE FOR INSPECTION	COMMENTS
EXPRESS WRITER PLUS	124945			X			Add serial number 558416.
BREATH ANALYZER	126359					X	Item unavailable during inspection (may be at repair).
CAMERA DIGITAL	144618					X	Employee "off" will return 8/24/09.
CAMCORDER DVD HANDYCAM	144790					X	Employee "off-site" assigned to a Task Force.
LAPTOP	145573					X	Employee "off" will return 8/11/09.
LAPTOP	145579					X	Employee "off" will return 8/24/09.
LAPTOP	145586					X	Employee "off" will return 9/15/09.
COMPUTER	162402	X					Item keyed in wrong. OPI was contacted and correction was made to the Oracle database. CHP 266 attached with the correct computer number.
COMPUTER	136321		X				Item located on-site in Area, CHP 266 attached. Item located on-site in Area, CHP 266 attached.
COMPUTER	162404		X				Item was keyed in wrong. OPI was contacted and updated the Oracle database to reflect this property number.
Hand-Held Radio	R61274					X	Employee "off" will return 8/11/09.

**OFFICE OF INSPECTIONS, AUDIT UNIT  
PROPERTY INSPECTION  
Auburn Area - 220  
August 10, 2009**

ATTACHMENT A

EQUIPMENT DESCRIPTION	CHP NUMBER	LISTED ON PROPERTY RECORD BUT NOT FOUND	FOUND BUT NOT LISTED ON PROPERTY RECORD	MISSING DECAL OR CORRECTION NEEDED TO PROPERTY RECORD	TRANSFER	NOT AVAILABLE FOR INSPECTION	COMMENTS
Hand-Held Radio	R62940	X					Item added to Area inventory incorrectly. Area working with OPI to make the needed correction to location code.
Hand-Held Radio	R63457					X	Item unavailable for inspection, employee working C shift.
Control Head - Mobile	R78566			X			Item located in vehicle 1249916.
Scanner	R90191			X			Item located in vehicle 1249916.
Mobile Radio	R40754			X			Item located in vehicle 1240179.
Mobile Radio	R43996			X			Item located in vehicle 1240193.
Mobile Repeater	R45807			X			Item located in vehicle 1270906.
Mobile Repeater	R46745			X			Item located in vehicle 1240179.
Motorcycle Radio	R47617			X			Item removed from vehicle and located on-site in Area automotive office.
Scanner	R55937			X			Item removed from vehicle and located on-site in Area automotive office.
Scanner	R74559			X			Item removed from vehicle and installed on rack in Area radio room.
Control Head - Mobile	R90756			X			Item located in vehicle 1240184.

OFFICE OF INSPECTIONS, AUDIT UNIT  
PROPERTY INSPECTION  
Auburn Area - 220  
August 10, 2009

ATTACHMENT A

EQUIPMENT DESCRIPTION	CHP NUMBER	LISTED ON PROPERTY RECORD BUT NOT FOUND	FOUND BUT NOT LISTED ON PROPERTY RECORD	MISSING DECAL OR CORRECTION NEEDED TO PROPERTY RECORD	TRANSFER	NOT AVAILABLE FOR INSPECTION	COMMENTS
Weapon						X	Employee "off" will return 8/11/09.
Weapon						X	Employee "off" will return 8/24/09.
Weapon						X	Employee "off" will return 8/11/09.

# ATTACHMENT B

**CALIFORNIA HIGHWAY PATROL**  
**2009 ICU PROPERTY RECORD INSPECTION REPORT**  
**Auburn Area - 220**

ATTACHMENT B

ASSET #	DESCRIPTION	SERIAL #	Y	N	A	T	C	OTHER
<b>PROPERTY INSPECTION LIST TO EQUIPMENT</b>								
1	105732	PRINTER MOD 4000N LASERJET P043H7028	USMB101458	X				
2	110392	RADAR, TRAFFIC, MOUNTED	040976	X				
3	110519	RADAR TRAFFIC MOUNTED	040247	X				
4	110521	RADAR TRAFFIC MOUNTED	040205	X				
5	110524	RADAR TRAFFIC MOUNTED	040209	X				
6	115560	RADAR, VEHICLE	043262	X				
7	124945	EXPRESS WRITER PLUS		X			X	Add serial number 558416.
8	125078	BREATH ANALYZER	047897	X				
9	126359	BREATH ANALYZER	045846		X			Item unavailable during inspection (may be at repair shop).
10	137324	LIDAR, HANDHELD	UX015385	X				
11	142331	DVD PLAYER	170K1602	X				
12	142738	TIRE CHANGER		X				
13	144618	CAMERA DIGITAL	3026121667		X			Employee "off" will return 8/24/09.
14	144790	CAMCORDER DVD HANDYCAM	328650		X			Employee "off-site" assigned to a Task Force.
15	145573	LAPTOP	0036912838		X			Employee "off" will return 8/11/09.
16	145579	LAPTOP	0036912971		X			Employee "off" will return 8/24/09.
17	145586	LAPTOP	0036912992		X			Employee "off" will return 9/15/09.
18	146434	COPIER		X				
19	148105	LAPTOP	0037264581	X				
20	151300	COMPUTER	2UA7230GWL	X				
21	156227	LAPTOP	0039338297	X				
22	159299	PAS DEVICE INTOX ALCOSENSOR IV	082940	X				
23	159310	ANALYZER BREATH PAS DEVICE	082767	X				

**LEGEND**

(Y) = INSPECTED (N) = NOT INSPECTED (A) = ADDITION (T) = TRANSFER (C) = CORRECTION



**CALIFORNIA HIGHWAY PATROL  
2009 ICU PROPERTY RECORD INSPECTION REPORT  
Auburn Area - 220**

ATTACHMENT B

	ASSET #	DESCRIPTION	SERIAL #	Y	N	A	T	C	OTHER
24	159316	ANALYZER BREATH PAS DEVICE	082786	X					
25	159517	ANALYZER BREATH PAS DEVICE	083025	X					
26	159527	ANALYZER BREATH PAS DEVICE	083041	X					
27	162101	PRINTER	MY82JG809B	X					
28	162257	INTOXICLOCK WITH DVD	6062083063	X					
29	162402	COMPUTER	MXL8480GCD		X				Item keyed in wrong. OPI was contacted and correction was made to the Oracle database. CHP 266 attached with the correct computer number.
30	163716	CAMERA DIGITAL		X					
31	164632	COMPUTER	MXL8330JBT	X					
32	165917	PRINTER	CN89JFV0ZV	X					
33	75754	DICTATING MACHINE PORTABLE	225092980	X					
34	91395	TV/VCR	SB22010807	X					
35	XBY009	LIVE SCAN/WITH LAPTOP #553LH41	ID500-001537	X					
36	XRR0223	ALCOHOL SCREENING DEVICE/CASE P037047	18068	X					
37	XRR0227	ALCOHOL SCREENING DEVICE/CASE P037047	18072	X					
<b>EQUIPMENT TO INVENTORY LIST</b>									
1	127929	PRINTER	JPBTL01608	X					
2	130062	PRINTER	CNDX400482	X					
3	135392	PRINTER	USGNS48866	X					
4	141040	FILE SERVER	2UX54101KU	X					
5	145269	SWITCH	FOC1025X63J	X					

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2009 ICU PROPERTY RECORD INSPECTION REPORT  
Auburn Area - 220**

ATTACHMENT B

	ASSET #	DESCRIPTION	SERIAL #	Y	N	A	T	C	OTHER
6	149906	Uninterruptable Power Sour (SOURCE)	AS0704330702	X					
7	149907	Uninterruptable Power Sour (SOURCE)	AS0704330573	X					
8	151252	COMPUTER	2UA7230GWK	X					
9	151290	COMPUTER	2UA7230GVM	X					
10	151291	COMPUTER	2UA7230GWQ	X					
11	151301	COMPUTER	2UA7230H0P	X					
12	152004	COMPUTER	MXL72515QM	X					
13	152005	COMPUTER	MXL72515Q1	X					
14	152008	COMPUTER	MXL72515RV	X					
15	152009	COMPUTER	MXL72515RZ	X					
16	152013	COMPUTER	MXL72515SJ	X					
17	152017	COMPUTER	MXL72515S4	X					
18	154988	PRINTER	CNBC7820QW	X					
19	159300	ANALYZER BREATH PAS DEVICE	082945	X					
20	162401	COMPUTER	MXL8480GCC	X					
21	164633	COMPUTER	MXL8330JBM	X					
22	74493	DICTATING/TRANSCRIBING CASSETTE	2870348180	X					
23	AF01768	SCANNER 7400C #040D2001	CN18HS0347	X					
24	AF01769	PRINTER DESKJET 950C #040D2001	MY09Q171QY	X					

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2009 ICU PROPERTY RECORD INSPECTION REPORT  
Auburn Area - 220**

ATTACHMENT B

ASSET #			DESCRIPTION	SERIAL #	Y	N	A	T	C	OTHER
<b>EQUIPMENT LOCATED ON-SITE (NOT LISTED ON COMMAND PROPERTY LIST)</b>										
25	136321		COMPUTER				X			Item located on-site in Area, CHP 266 attached.
										Item located on-site in Area, CHP 266 attached.
										Item was keyed in wrong. OPI was contacted
26	162404		COMPUTER				X			and updated the Oracle database to reflect this property number.

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# ATTACHMENT C

**CALIFORNIA HIGHWAY PATROL  
2009 TELECOMMUNICATIONS PROPERTY INSPECTION REPORT  
Auburn Area - 220**

ATTACHMENT C

ASSET #	DESCRIPTION	VEHICLE/MISC.	VEHICLE/MISC.	SERIAL #	Y	N	A	T	C	OTHER
<b>PROPERTY INSPECTION LIST TO EQUIPMENT</b>										
1	F2104	Propane Tank		308183	X					
2	F2269	Generator		J930522976	X					
3	R42884	Mobile Radio	1248288	9541520	X					
4	R43456	Mobile Radio	3QDZ224	5MKU758	9542559	X				
5	R44185	Mobile Radio	1239817	9542440	X					
6	R44366	Mobile Repeater	1240179	7545997	X					
7	R45877	Mobile Repeater		7739003	X					
8	R45882	Mobile Repeater	1239600	7739015	X					
9	R46541	Mobile Repeater	1270807	7724100	X					
10	R49636	Mobile Repeater	1288884	7821020	X					
11	R61274	Hand-Held Radio	11158	402AWUG361		X				Employee "off" will return 8/11/09.
12	R61957	Hand-Held Radio	11051	402AWUF096	X					
13	R62940	Hand-Held Radio	15060	MM #08-044	402AWW6628		X			Item added to Area inventory incorrectly. Area working with OPI to make the needed correction to location code.
14	R63071	Hand-Held Radio	13294	AREI-08	402AWW6277	X				
15	R63457	Hand-Held Radio	13868		402AWY0966		X			Item unavailable for inspection, employee working C shift.
16	R63654	Hand-Held Radio	15386	220arei-09	402AWY1313	X				
17	R66857	Hand-Held Radio	15343		402AXA3849	X				
18	R70531	Battery Charger - Radio			X					
19	R70549	Battery Charger - Radio			X					
20	R78566	Control Head - Mobile			X				X	Item located in vehicle 1249916.
21	R78951	Control Head - Mobile	1240179		X					

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**CALIFORNIA HIGHWAY PATROL**  
**2009 TELECOMMUNICATIONS PROPERTY INSPECTION REPORT**  
**Auburn Area - 220**

ATTACHMENT C

	ASSET #	DESCRIPTION	VEHICLE/MISC.	VEHICLE/MISC.	SERIAL #	Y	N	A	T	C	OTHER
22	R78969	Control Head - Mobile	1204866			X					
23	R89839	Control Head - Mobile	1270906			X					
24	R90191	Scanner			316Z44000559	X				X	Item located in vehicle 1249916.
25	R90440	Hand-Held Radio	12743		355CEC0602	X					
26	R94941	Remote Console				X					
<b>EQUIPMENT TO INVENTORY LIST</b>											
1	F2439	Transfer Switch			F960609149	X					
2	R22817	Public Address Amplifier				X					
3	R40654	Mobile Radio	1240184		9523065	X					
4	R40754	Mobile Radio			9523125	X				X	Item located in vehicle 1240179.
5	R41154	Mobile Radio	1239600		9523481	X					
6	R43454	Mobile Radio	1270807			X					
7	R43996	Mobile Radio	spare			X				X	Item located in vehicle 1240193.
8	R44070	Mobile Radio	1288884			X					
9	R44238	Mobile Radio			9542843	X					
10	R44937	Mobile Repeater	1239817		7611002	X					
11	R45807	Mobile Repeater			7736321	X				X	Item located in vehicle 1270906.
12	R46745	Mobile Repeater	spare		7733623	X				X	Item located in vehicle 1240179.
13	R47111	Mobile Repeater	1240193		7775296	X					
14	R47617	Motorcycle Radio	1240193		9523212	X				X	Item removed from vehicle and located on-site in Area automotive office.
15	R49892	Base Station - rack type			8053356-23	X					
16	R53244	Mobile Radio	1270906		9542991	X					

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**CALIFORNIA HIGHWAY PATROL**  
**2009 TELECOMMUNICATIONS PROPERTY INSPECTION REPORT**  
**Auburn Area - 220**

ATTACHMENT C

	ASSET #	DESCRIPTION	VEHICLE/MISC.	VEHICLE/MISC.	SERIAL #	Y	N	A	T	C	OTHER
17	R55511	Scanner	1270906			X					Item removed from vehicle and located on-site in Area automotive office.
18	R55937	Scanner	1248288		55002924	X				X	
19	R61840	Hand-Held Radio	15060	MM #08-044	402AWUG271	X					
20	R68540	Hand-Held Radio	13846	MM 08-040	402AXE8364	X					
21	R70452	Battery Charger - Radio				X					
22	R70585	Battery Charger - Radio				X					
23	R70593	Battery Charger - Radio				X					
24	R74559	Scanner	1239817		75002220	X				X	Item removed from vehicle and installed on rack in Area radio room.
25	R77926	Control Head - Mobile	1239600			X					
26	R79459	Control Head - Mobile	1240193			X					
27	R82105	Announcer - Telephone		announcer	38830	X					
28	R84615	Control Head - Motorcycle	spare			X					
29	R90756	Control Head - Mobile	1271002			X				X	Item located in vehicle 1240184.
30	R96223	UPS			JB0511010774	X					
31	R97132	Control Head - Mobile	1270696			X					
32	R97245	Control Head - Mobile	1240179			X					
33	R98944	Telephone System				X					

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# ATTACHMENT D



COMMAND	EQUIPMENT ID	LICENSE	DESCRIPTION	YEAR	MAKE	MODEL
220	1204866 Y	1204866	ENFORCEMENT SEDAN	2005	FOR	CRNVIC
220	1239600	1239600	ENFORCEMENT SEDAN	2006	FOR	CRNVIC
220	1239817	1239817	ENFORCEMENT SEDAN	2006	FOR	CRNVIC
220	1240179	1240179	ENFORCEMENT SEDAN	2007	FOR	CRNVIC
220	1240184	1240184	ENFORCEMENT SEDAN	2007	FOR	CRNVIC
220	Y 1240193	1240193	ENFORCEMENT SEDAN	2007	FOR	CRNVIC
220	1248288	1248288	ENFORCEMENT SEDAN	2008	FOR	CRNVIC
220	1248336	1248336	ENFORCEMENT SEDAN	2009	FOR	CRNVIC
220	1248587	1248587	ENFORCEMENT SEDAN	2009	FOR	CRNVIC
220	Y 1249916	1249916	PRIMARY COLLISION FACTOR	2007	FOR	CRNVIC
220	1270573	1270573	ENFORCEMENT SEDAN	2008	FOR	CRNVIC
220	1270696	1270696	ENFORCEMENT SEDAN	2008	FOR	CRNVIC
220	Y 1270807	1270807	ENFORCEMENT SEDAN	2008	FOR	CRNVIC
220	Y 1270893	1270893	ENFORCEMENT SEDAN	2008	FOR	CRNVIC
220	1270906 Y	1270906	ENFORCEMENT SEDAN	2008	FOR	CRNVIC
220	1271002	1271002	ENFORCEMENT SEDAN	2009	DOD	CHARGER
220	1288884	1288884	PRIMARY COLLISION FACTOR	2008	FOR	CRNVIC
220	3QDZ224	5MKU758	COMMANDER VEHICLES	2005	FOR	CRNVIC
220	C2654E	1171669	MOTOR CARRIER VEHICLES	2004	FOR	VAN
220	C3070P	1283558	MRE 2X4	2008	DOD	PU
220	C3096E	1283645	MOTOR CARRIER VEHICLES	2008	FOR	VAN
220						
220	T111	E19291	TRAILERS	1970	UNK	MOTOR TRLR
220	T416X	1283526	TRAILERS	2008	NATL	MESSAGE/RADR

If the vehicle has been transferred - attach CHP 57 form

VERIFIED BY: \_\_\_\_\_ DATE: \_\_\_\_\_

COMMANDERS SIGNATURE : \_\_\_\_\_

LEGEND

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# ATTACHMENT E

Department of California Highway Patrol  
Complete Area Inventory  
220 - Auburn

July 8, 2009

Officer Issued Weapons

(201) Issued to officer

ID# Last NameFirst NameSer#Control#Comments

[REDACTED]

[REDACTED]

Employee "off" will return  
8/11/09.

## LEGEND

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Department of California Highway Patrol  
Complete Area Inventory  
220 - Auburn

July 8, 2009

N	[REDACTED]	
	[REDACTED]	
	[REDACTED]	
	[REDACTED]	
	[REDACTED]	
	[REDACTED]	
	[REDACTED]	
	[REDACTED]	
	[REDACTED]	
	[REDACTED]	
N	[REDACTED]	Employee "OFF" will return 8/24/09.
	[REDACTED]	
	[REDACTED]	
	[REDACTED]	
Y	[REDACTED]	Employee "OFF" will return 8/11/09.
	[REDACTED]	
	[REDACTED]	

Issued to officer:

[REDACTED]

[REDACTED]

Issued to officer

ID#	Last Name	First Name	Ser#	Control#	Comments
-----	-----------	------------	------	----------	----------

[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	

Issued to officer:

[REDACTED]

Officer Issued Weapons Total:

Area Issued Weapons

[REDACTED]

Ser#	Control#	Comments
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[REDACTED]	[REDACTED]	
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## 220 - Auburn

July 8, 2009

[illegible]

Department of California Highway Patrol  
Complete Area Inventory  
220 - Auburn

July 8, 2009

Issued to Area/Division: [REDACTED]

Ser#

Control#

Comments

Ser#

Control#

Comments

Issued to Area/Division

Ser#

Control#

Comments

Issued to Area/Division: [REDACTED]

Ser#

Control#

Comments

Complete Area Inventory

220 - Auburn

July 8, 2009

Y [redacted]  
Y [redacted]  
Y [redacted]  
[redacted]

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Issued to Area/Division: [redacted]  
[redacted]: [redacted]

[redacted]

(202) Issued to Area/Division

Ser#

Control#

Comments

[redacted]  
Y [redacted]

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Issued to Area/Division: [redacted]  
[redacted]

Area Issued Weapons Total: [redacted]

Area Grand Total: [redacted]





STATE OF CALIFORNIA  
DEPARTMENT OF CALIFORNIA HIGHWAY PATROL  
**CREDIT MEMO - EQUIPMENT**  
CHP 266 (Rev. 10-07) OP/ 076

☐ Return   ☐ Repair   ☐ Transfer  
☐ Loan, return by: \_\_\_\_\_

FROM: (COMMAND NAME)	LOCATION CODE	PREPARED BY	DATE
Valley Division	201	K Schenck	03/09/2009
TO: (COMMAND NAME)	LOCATION CODE	NUMBER BOXES/PIECES IN THIS SHIPMENT	
Auburn Area	220		
SHIPPED VIA		DRIVER'S SIGNATURE	
<input type="checkbox"/> SSU truck <input type="checkbox"/> Other (specify):			

## MAJOR, MINOR, SENSITIVE, COMPUTER, TELECOMMUNICATIONS, ETC.

[illegible]

RECEIVED BY (SIGNATURE) \_\_\_\_\_

PRINTED NAME

DATE \_\_\_\_\_

AUTHORIZED BY \_\_\_\_\_

**Destroy Previous Editions**

